

## ***QUALIFICATIONS OF A MARYLAND JUDGE***

*The qualifications of a judge falls into two quite distinct categories: (1) legal and (2) professional and personal.*

*The Constitution of Maryland specifies those in the first category (Art. I, § 12; Art. IV, § 2). The legal qualifications for appointed judges are:*

- 1. U.S. and Maryland citizenship.*
- 2. Registration to vote in State elections at the time of appointment.*
- 3. Residence in the State for at least five years.*
- 4. Residence, for at least six months next preceding appointment, in the geographic area where the vacancy exists.*
- 5. Age of at least 30 at the time of appointment.*
- 6. Membership in the Maryland Bar.*

*The Constitution also speaks generally of the second category of qualifications, by providing that those selected for judgeships shall be lawyers "most distinguished for integrity, wisdom and sound legal knowledge."*

*The submission of this information is voluntary and will be kept confidential and used only for statistical reports.*

*I am a resident of \_\_\_\_\_ County/City*

*Race: \_\_\_\_\_ White \_\_\_\_\_ Asian or Pacific Islander  
\_\_\_\_\_ Black \_\_\_\_\_ Hispanic  
\_\_\_\_\_ American Indian or Alaskan Native*

*Sex: \_\_\_\_\_ Male \_\_\_\_\_ Female*

*COURT FOR WHICH YOU ARE APPLYING: \_\_\_\_\_ Court of Appeals  
\_\_\_\_\_ Court of Special Appeals  
\_\_\_\_\_ Circuit Court  
\_\_\_\_\_ District Court*

*Are you currently employed, in a legal capacity, by government? \_\_\_\_\_ Yes \_\_\_\_\_ No*

*If yes, please complete the following:*

*\_\_\_\_\_ Federal \_\_\_\_\_ State \_\_\_\_\_ Local*

*\_\_\_\_\_ Full-time \_\_\_\_\_ Part-time*

*Agency Name: \_\_\_\_\_*

***NOT FOR DISTRIBUTION  
(ONLY ONE COPY OF THIS PAGE IS NECESSARY)***

## CONFIDENTIAL PERSONAL DATA QUESTIONNAIRE

You are requested to provide the information called for in this questionnaire in complete detail.

\_\_\_\_\_  
Indicate the Court and the County for Which You Are Applying

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name

I would like correspondence concerning my application sent to \_\_\_\_\_ my home address \_\_\_\_\_ my work address

Are you a citizen of Maryland? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you registered to vote in state elections in Maryland? \_\_\_\_\_ Yes \_\_\_\_\_ No

What is the longest period during which you resided in Maryland continuously?

From: \_\_\_\_\_

Month/Day/Year

To: \_\_\_\_\_

Month/Day/Year

Date and Place of Birth: \_\_\_\_\_

Month/Day/Year

City/State/Country

Are you a member of the Maryland Bar in good standing? \_\_\_\_\_ Yes \_\_\_\_\_ No

### NOTICE TO APPLICANTS FOR JUDICIAL APPOINTMENT

Neither a Commission nor the Secretariat (Administrative Office of the Courts) will publish the name of any individual who submits a personal data questionnaire to the Commission until after the closing date for the submission of questionnaires.

The personal data questionnaire that an applicant submits to a Commission is confidential. If you are nominated, the Secretariat (AOC) will forward a copy of your questionnaire to the Governor but (except as required by law) neither the Commission nor the Secretariat (AOC) will release the questionnaire to anyone else without your written permission. Therefore, if you wish to have your questionnaire released to a bar association or other organization, you must check the appropriate block(s) on page 2 and submit one additional copy of the questionnaire and writing samples for each organization to which it is to be sent.

If the Commission considers the information about you to be incomplete or otherwise inadequate for suitable evaluation of your qualifications, the Commission may ask you to provide, either in written form or by personal appearance, the additional information that the Commission considers appropriate to allow suitable evaluation.

Statements that you make to the Commission, personally or in documents submitted to the Commission, are subject to verification by any method that the Commission considers appropriate.

I authorize transmittal of a copy of this questionnaire to: *(check appropriate lines)*.

.. \_\_\_\_\_ J. Franklyn Bourne Bar Association  
.. \_\_\_\_\_ Maryland Defense Counsel, Inc. (For Appellate and Circuit Courts only)  
.. \_\_\_\_\_ Maryland Hispanic Bar Association  
.. \_\_\_\_\_ Maryland Lesbian and Gay Law Association  
.. \_\_\_\_\_ Maryland State Bar Association  
.. \_\_\_\_\_ Monumental City Bar Association  
.. \_\_\_\_\_ Women's Bar Association  
.. \_\_\_\_\_ Asian Pacific American Bar Association of Maryland, Inc.  
.. \_\_\_\_\_ Maryland State's Attorneys' Association (For Appellate Courts only)  
.. \_\_\_\_\_ \_\_\_\_\_ City/County Bar Association  
.. \_\_\_\_\_ Any Other \_\_\_\_\_  
(See Maryland Lawyers' Manual under Local/Specialty Bar Associations)

\* \* \* \* \*

I submit the following data to the Judicial Nominating Commission and understand that it is subject to verification by the Commission. I authorize any person or custodian of records, including, without limitation, the Commission on Judicial Disabilities, the Attorney Grievance Commission, the Clients' Protection Fund, and the Department of Public Safety and Correctional Services to release to the Commission any and all information, including criminal history record information, that may be available concerning me.

Should I be favorably considered, I will accept appointment to the Court indicated.

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Full Name of Applicant (Signed)

\_\_\_\_\_  
Full Name of Applicant (Printed)

**NOTE:** Please return an original and 16 copies (20 copies for Appellate vacancies) of the completed personal data questionnaire, plus an additional copy for each organization to which you wish a copy to be sent. Applicants for Appellate Court vacancies must submit **five** writing samples with each questionnaire. Applicants for Circuit and District Court vacancies must submit **two** writing samples with each questionnaire. The major portion of the writing samples and related research must be that of the applicant. If written documents are co-authored, please indicate which portion is attributable to another author. Send copies of all writing samples attached to each questionnaire.

Please remit to:

Deborah A. Unitus or Linda Etzold  
Administrative Office of the Courts  
Maryland Judicial Center  
580 Taylor Avenue  
Annapolis, MD 21401  
(410) 260-1291  
(800) 735-2258 - Maryland Relay Service (TT/Voice)

## **PERSONAL HISTORY**

1. List each name that you have used previously.
2. List your office address, with zip code, telephone number and area code. Include the name of your law firm, if you are associated with one.
3. List, with inclusive dates, your home address, telephone number and area code, cell phone number and area code, and each other place of residence since your admission to the Maryland Bar.
4. Citizenship
  - a. Are you a U.S. Citizen?
  - b. Are you a naturalized citizen? If so, give the date and place of naturalization.
5. Family Status:
  - a. Are you married? If so, state the date of your marriage and your spouse's full name, including maiden name, if any, and occupation.
  - b. Have you been divorced? If so, give the name(s) of each former spouse.
  - c. Give the names of your children, if any, with age, address, and occupation of each.
6. Have you had any military service? If so, provide the dates of service, the branch, the highest rank attained and the form of discharge or release.
7. List any avocational interests and hobbies.

## **EDUCATION**

8. For each college, graduate school, and law school you attended, list the names and addresses, the dates of attendance, and the degree awarded or, if no degree was awarded from that institution, the reason for leaving the college or school.
9. State the significant activities in which you took part during the period of your attendance at college, graduate school and law school, giving dates of these activities and any offices or leadership positions you held.
10. Briefly describe your continuing legal/judicial education during the past five years.

11. Have you taught any courses on law or lectured at bar association conferences, educational institutions, or continuing legal/judicial education programs? If so, briefly describe each.
12. List all published books or articles you have written, giving citations and dates of publication.

## **LAW PRACTICE**

13. Indicate the date of your admission to the Maryland Bar (Court of Appeals) and to each other court in which you are currently admitted to practice.
14. Describe chronologically your law practice and experience after your graduation from law school, including, but not limited to, the following items:
  - a. Whether you served as clerk to a judge, and if so, the name of the judge, the court, and the dates you were a clerk.
  - b. Whether you practiced alone, and if so, the addresses and the dates.
  - c. The names and addresses of law firms or offices, companies, or governmental agencies with which you have been connected, and the dates and nature of your connection with each.
  - d. The reasons for termination of employment and/or practice and any other relevant details.
15. Your practice
  - a. What has been the general character of your practice? If its character has changed over the years, divide your description into periods with dates.
  - b. Describe your typical clients, and mention the areas, if any, in which you have specialized?
16. With respect to the last five years:
  - a. Did you appear in court regularly, occasionally, or not at all? If the frequency of your appearances in court has varied during this period, please describe.
  - b. What percentage of your appearances was in the following courts?

|                              |                                    |
|------------------------------|------------------------------------|
| 1. Federal Appellate Courts. | 4. State Circuit Courts.           |
| 2. Other Federal Courts.     | 5. The District Court of Maryland. |
| 3. State Appellate Courts.   | 6. Other (Specify).                |

- c. What percentage of your litigation was
- |          |             |
|----------|-------------|
| 1. Civil | 2. Criminal |
|----------|-------------|
- d. State the number of cases you tried to verdict or judgment (rather than settled) and indicate whether you were sole counsel, chief counsel, or associate counsel.
- e. What percentage of these trials was
- |         |             |
|---------|-------------|
| 1. Jury | 2. Non-jury |
|---------|-------------|
- f. Approximately what percentage of your cases were you successful in resolving short of filing suit or trial?
- g. If engaged in a non-litigation practice in whole or in part, what percentage of your time was in the following areas?
- |                       |                       |
|-----------------------|-----------------------|
| 1. General business   | 5. Administrative     |
| 2. Commercial         | 6. Domestic Relations |
| 3. Estates and Trusts | 7. Juvenile Matters   |
| 4. Real Estate        | 8. Other (Specify)    |

17. Indicate as to the period preceding the last five years:

- a. Whether your appearances in court were more or less frequent than during the past five years.
- b. Any significant changes in the percentages stated in answer to question 16 b, c, e, f, and g.
- c. Any significant changes in the number of cases you tried to verdict or judgment (rather than settled), as sole counsel, chief counsel, or associate counsel.
- d. Any significant increase in the percentage of matters you have referred for Alternative Dispute Resolution ("ADR"), including mediation and arbitration, or that you have settled short of trial or of filing suit.

18. Identify three of the most significant cases you have ever handled that went to trial, identifying the Judge who tried the case, opposing counsel, the place where it was tried, the major points at issue in the litigation, and the result, and describe your participation in the case.

19. List all memberships in bar associations of any type or jurisdiction, including dates of membership, offices or positions held, with dates of participation, and any other matters you consider of particular significance.

20. List all professional honors, awards, or other forms of recognition, which you have received.

## **BUSINESS AND CIVIC INVOLVEMENT**

21. Have you ever engaged in any business or profession other than the practice of law? If yes, state the name of the business or employer and the dates of service and briefly describe the nature of the business or profession and the reason for leaving.
22. Are you now an officer or director or otherwise engaged in the management of any business enterprise? If so, provide details as to the nature of the business, the nature of your duties and the term of your service. Is it your intention to resign these positions and withdraw from participation in the management of these enterprises if you are nominated and appointed? If not, explain.
23. Have you ever held a judicial or quasi-judicial office? If yes, please provide the name of the court and the period of service.
24. List all non-judicial public offices, elected or appointed, you now hold or have held in the past. If currently held, would you be willing to resign from these positions? If not, explain.
25. List all civic activities in which you have taken part, giving the dates of participation and any offices or leadership positions you have held.
26. List all other charitable, educational, fraternal or sororal, recreational, or religious organizations, trade groups, professional societies (other than bar associations), and similar groups of which you now or have ever been a member and give the dates of membership and the titles of the offices, if any, that you held.
27. List all awards or recognition you have received not listed in question 20.

## **CONDUCT**

28. Have you ever been arrested, charged, or held by federal, state, or other law enforcement authorities for violation of any federal law or regulation, state law or regulation, or county or municipal law, regulation or ordinance? If so, provide details. DO NOT include motor vehicle offenses for which a fine of \$50.00 or less was imposed.
29. Give particulars of any litigation, including divorce, in which you personally are now or previously have been either a plaintiff or defendant. For each, list dates, the names of the moving parties, the number of the case, the court, and the grounds for the litigation.
30. Have you ever been disciplined or cited for breach of ethics or unprofessional conduct or have you ever been the subject of a complaint to any court, administrative agency, bar association, disciplinary committee, or other professional group, including without limitation, the Commission on Judicial Disabilities, the Attorney Grievance Commission, or the Clients' Protection Fund? If so, provide details, including final disposition of the matter.

31. Has a complaint on the basis of racial, sexual, national origin, disability or religious discrimination ever been filed against you? If so, please explain.
32. Is there any other information concerning your background that might be considered detrimental or that otherwise should be taken into consideration by the Commission in evaluating your application? If so, provide details, including a description of each incident with relevant dates, names and addresses.

## **GENERAL**

33. List the names, business addresses and business telephone numbers of at least three individuals who are familiar with your professional qualifications and who have known you for more than the last five years. *(NOTE: AN APPLICANT SHOULD NOT USE THE NAME OF A MEMBER OF THE NOMINATING COMMISSION AS A REFERENCE.)*
34. Is this the first time you have applied for a judicial vacancy? If not, for each of your prior applications state the dates, the judicial office and whether you were nominated, appointed, not nominated or not appointed.
35. Have you filed all federal and state tax returns that are now due or overdue and are all payments thereon up to date? If not, explain. Have federal, state or local authorities ever instituted a lien or other collection procedure against you? If so, explain.
36. Do you have a professional, business, consanguineous, or personal relationship with any member of the Judicial Nominating Commission that may interview you for this vacancy? If so, provide dates and a description of this relationship.
37. During the preceding five years, have you belonged to a club or organization (other than a religious organization) that discriminates against or excludes persons on the basis of race, sex, religion, national origin or disability? If so, please explain.
38. In conclusion, is there anything additional in your background that the Commission should consider in evaluating your qualifications to be nominated for this vacancy?